

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 200 RECORD REFUND CASH OVERAGE TO PAYER

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3710	CASH OVERAGES
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED	TO REFUND CASH OVERAGE ORIGINALLY RECORDED BY TC	
FUND DETAIL:	OPT/AGY DEFINED	113 TO PAYER.	
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: DISB-OTH CHE  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 200

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 201 REDUCE DUE TO GOVERNMENTS &amp; RECORD ABATEMENT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1	
MODIFIER:	OPT/AGY DEFINED	CR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	REQUIRED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

SECURITY GROUP: EXPEND-OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD REDUCTION IN DUE TO OTHER GOVERNMENTS  
AND RECORD ABATEMENT. ENTER GLAN 3210, 3220 OR  
3290. CODING FIELDS MUST MATCH EXISTING DOCUMENT.  
FOR DOC RETRIEVAL, USE F4 KEY. THIS ENTRY REDUCES  
PREVIOUS ACCRUAL ESTABLISHED WITH TC 208 OR 283.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO EXPENDITURES	1) POSTS AS CREDIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS CREDIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 9000	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 201

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/20/01)

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TRANSACTION CODE: 202 RECORD PAYMENT ON LOAN TO ANOTHER FUND

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1140	CASH IN STATE TREASURY
MODIFIER:	OPT/AGY DEFINED	CR1 1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	2
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD PAYMENT RECEIVED FOR LOAN MADE TO ANOTHER FUND ORIGINALLY ESTABLISHED WITH TC 219. FIRST FOUR DIGITS OF SUBSIDIARY CODE SHOULD BE THE FUND NUMBER THAT RECEIVED THE LOAN. INTEREST RECEIVED SHOULD BE RECORDED AS REVENUE.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1400	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 1400	1) POSTS AS DEBIT TO CASH INCREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS DEBIT TO CASH INCREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 202

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 203 SCHEDULE PAYMENT OF AMTS DUE TO OTHER FUNDS (MAN)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE	
FUND/FUND SOURCE:	REQUIRED	PAYMENT FOR AMOUNT ACCRUED AS DUE TO OTHER FUNDS.	
FUND DETAIL:	OPT/AGY DEFINED	CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR	
BUDGETARY SEQ:	NOT ALLOWED	DOC RETRIEVAL, USE F4 KEY. FOR AUTO CLAIM	
SUBSIDIARY ACCOUNT:	REQUIRED	SCHEDULE, USE TC 261. WILL GENERATE TC 360.	
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3110	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3110	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 203

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 204 REDUCE 'DUE TO' &amp; RECORD AN ABATEMENT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

SECURITY GROUP: EXPEND-OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD REDUCTION IN DUE TO OTHER FUNDS OR APPROPRIATIONS AND RECORD ABATEMENT. CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOC RETRIEVAL, USE F4 KEY. THIS ENTRY REDUCES PREVIOUS ACCRUAL ESTABLISHED WITH TC 209 OR 285.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO EXPENDITURES	1) POSTS AS CREDIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT 3110	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS CREDIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 9000	1) NOT POSTED	1) POSTS AS DEBIT TO DECREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 204

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 205 REDUCE ACCOUNT PAYABLE &amp; RECORD ABATEMENT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3010	ACCOUNTS PAYABLE
MODIFIER:	OPT/AGY DEFINED	CR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD REDUCTION IN ACCOUNTS PAYABLE AND RECORD ABATEMENT. CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOC RETRIEVAL, USE F4 KEY. THIS ENTRY REDUCES PREVIOUS ACCRUAL ESTABLISHED WITH TC 214 OR 215.

SECURITY GROUP: EXPEND-OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO EXPENDITURES	1) POSTS AS CREDIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT 3010	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS CREDIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS CREDIT TO GL ACCT 9000	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 205

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 206 RECORD AN ENCUMBRANCE &amp; ALLOTMENT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6140	ALLOTMENTS--OFFSET
MODIFIER:	OPT/AGY DEFINED	CR1 6130	ALLOTMENTS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 6150	ENCUMBRANCES
VENDOR #:	OPT/AGY DEFINED	CR2 6155	ENCUMBRANCES - OFFSET
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	5
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	GENERAL JOURNAL (9)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECORD FIRST QUARTER OR ANNUAL ALLOTMENT AND TO	
FUND/FUND SOURCE:	LOOKED UP BY PCA	RECORD ORIGINAL ENCUMBRANCE. REFER TO TC 061 AND	
FUND DETAIL:	OPT/AGY DEFINED	TC 211 FOR ADDITIONAL COMMENTS.	
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		
		SECURITY GROUP:	ENCUMB
		NET BATCH BAL:	PLUS
		ACTIVE STATUS:	ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH NOT ALLOWED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS DEBIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO 1ST QUARTER ALLOTMENT
DOCUMENT SUPPORTS G/L ACCT 6150	2) NOT POSTED	2) POSTS AS DEBIT TO ENCUMBRANCES
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 6150	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO NET ALLOTMENTS	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO ENCUMBRANCES	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 206

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AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 207 INCREASE AN ENCUMBRANCE &amp; ALLOTMENT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6140	ALLOTMENTS--OFFSET
MODIFIER:	OPT/AGY DEFINED	CR1 6130	ALLOTMENTS
REFERENCE DOCUMENT #:	REQUIRED	DR2 6150	ENCUMBRANCES
VENDOR #:	OPT/AGY DEFINED	CR2 6155	ENCUMBRANCES - OFFSET
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	5
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	GENERAL JOURNAL (9)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD AN INCREASE IN A FIRST QUARTER ALLOTMENT AND AN ENCUMBRANCE. CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOC RETRIEVAL, USE F4 KEY. TO DECREASE A FIRST QUARTER ALLOTMENT AND AN ENCUMBRANCE, USE TC 207R.

SECURITY GROUP: ENCUMB  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ADJUSTMENTS	1) POSTS AS DEBIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO 1ST QUARTER ALLOTMENT
DOCUMENT SUPPORTS G/L ACCT 6150	2) NOT POSTED	2) POSTS AS DEBIT TO ENCUMBRANCES
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 6150	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO NET ALLOTMENTS	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO ENCUMBRANCES	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 207

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 208 REC ACCRUED EXP/ESTAB DUE TO GOVTS-PREV ENCUMB

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1	
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	REQUIRED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD ACCRUED EXPEND AS DUE TO OTHER GOV AND  
REDUCE ENCUMBRANCE. USE GLAN 3210, 3220 OR 3290.  
EVERY ENTRY SHOULD HAVE UNIQUE CURR DOC NBR.  
CODING FIELDS MUST MATCH EXISTING DOC. FOR DOC  
RETRIEVAL, USE F4 KEY. NOT SUBJECT TO FI EDITS.  
\*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) POSTS AS DEBIT TO EXPENDITURES	2) POSTS AS DEBIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
CURRENT DOCUMENT # USED TO POST	2)	2) POSTS AS DEBIT TO CASH EXPENDITURES
----- OPERATING FILE -----		
1) POSTS AS CREDIT TO GL ACCT 6150	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) POSTS AS DEBIT TO G/L ACCT 9000	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES	2)	2) POSTS AS DEBIT TO EXPENDITURES
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) POSTS AS DEBIT TO EXPENDITURES		

TRANSACTION CODE 208

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 209 REC ACCRUED EXPEND/ESTAB DUE TO FUND-PREV ENCUMB

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD ACCRUED EXPENDITURE AS DUE TO OTHER FUNDS OR APPNS AND REDUCE ENCUMBRANCE. EVERY ENTRY SHOULD HAVE UNIQUE CURR DOC NBR. CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOC RETRIEVAL, USE F4 KEY. NOT SUBJECT TO FI EDITS.  
\*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) POSTS AS DEBIT TO EXPENDITURES	2) POSTS AS DEBIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3110	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
CURRENT DOCUMENT # USED TO POST	2)	2) POSTS AS DEBIT TO CASH EXPENDITURES
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 6150	1) NOT POSTED	1) POSTS AS CREDIT TO INCREASES
2) POSTS AS DEBIT TO G/L ACCT 9000		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES	2)	2) POSTS AS DEBIT TO EXPENDITURES
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) POSTS AS DEBIT TO EXPENDITURES		

TRANSACTION CODE 209

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/08/06)

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TRANSACTION CODE: 210 RECORD AN ENCUMBRANCE LIQUIDATION

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1	
MODIFIER:	OPT/AGY DEFINED	CR1	
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	6
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ENCUMBRANCES (4)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD CANCELLATION OR LIQUIDATION OF  
UNEXPENDED BALANCE OF ENCUMBRANCE DOCUMENT.  
CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR  
DOC RETRIEVAL, USE F4 KEY. NOT SUBJECT TO FI  
EDITS.  
\*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE ----- * (MATCH REQUIRED)	----- APPROPRIATION FILE ----- * (NO MATCH REQUIREMENT)	----- ALLOTMENT FILE ----- * (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS DOCUMENT SUPPORTS G/L ACCT 6150 REFERENCE DOCUMENT # USED TO POST	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED	2) NOT POSTED	2) NOT POSTED
	----- CASH CONTROL FILE ----- * (NO MATCH REQUIREMENT)	----- GRANT PROJECT FILE ----- * (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS CREDIT TO GL ACCT 6150	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 210

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 211 RECORD AN ORIGINAL ENCUMBRANCE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6150	ENCUMBRANCES
MODIFIER:	OPT/AGY DEFINED	CR1 6155	ENCUMBRANCES - OFFSET
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	3
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ENCUMBRANCES (4)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD AN ORIGINAL ENCUMBRANCE. CURRENT DOCUMENT MUST BE UNIQUE. A SEPARATE SUFFIX MUST BE USED FOR EACH PCA WITHIN THE SAME DOCUMENT. VENDOR NUMBER MUST BE USED IN ORDER THAT FUTURE PAYMENT/S WILL POST TO VENDOR PAYMENT FILE.

SECURITY GROUP: ENCUMB  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH NOT ALLOWED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS DEBIT TO ENCUMBRANCES	1) POSTS AS DEBIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) NOT POSTED	2) NOT POSTED
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 6150	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 211

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 212 RECORD ADJUSTMENT INCREASING AN ENCUMBRANCE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6150	ENCUMBRANCES
MODIFIER:	OPT/AGY DEFINED	CR1 6155	ENCUMBRANCES - OFFSET
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	5
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ENCUMBRANCES (4)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

SECURITY GROUP: ENCUMB  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD INCREASE IN ENCUMBRANCE (E.G. AMENDMENT  
TO INCREASE CONTRACT OR PURCHASE ORDER AMOUNT).  
CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR  
DOCUMENT RETRIEVAL, USE F4 KEY.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE ----- * (MATCH REQUIRED)	----- APPROPRIATION FILE ----- * (NO MATCH REQUIREMENT)	----- ALLOTMENT FILE ----- * (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ADJUSTMENTS DOCUMENT SUPPORTS G/L ACCT 6150 REFERENCE DOCUMENT # USED TO POST	1) POSTS AS DEBIT TO ENCUMBRANCES	1) POSTS AS DEBIT TO ENCUMBRANCES
2) NOT POSTED	2) NOT POSTED	2) NOT POSTED
	----- CASH CONTROL FILE ----- * (NO MATCH REQUIREMENT)	----- GRANT PROJECT FILE ----- * (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 6150	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS DEBIT TO ENCUMBRANCES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 212

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 213 RECORD AN ADJUSTMENT DECREASING AN ENCUMBRANCE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6155	ENCUMBRANCES - OFFSET
MODIFIER:	OPT/AGY DEFINED	CR1 6150	ENCUMBRANCES
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	5
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ENCUMBRANCES (4)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD DECREASE IN ENCUMBRANCE (E.G. AMENDMENT TO DECREASE CONTRACT OR PURCHASE ORDER AMOUNT). CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4 KEY. IF LIQUIDATING AN ENCUMBRANCE, USE TC 210.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS CREDIT TO GL ACCT 6150	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 213

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 214 ACCRUE EXPEND PREV ENCUMBERED AS ACCT PAYABLE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3010	ACCOUNTS PAYABLE
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	7
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD ACCRUED EXPEND AS A/P AND REDUCE ENCUM.  
EVERY ENTRY SHOULD HAVE UNIQUE CURR DOC NBR.  
CODING FIELDS MUST MATCH EXISTING DOC. FOR DOC  
RETRIEVAL, USE F4 KEY. USE TC 215-R/212 TO RVRS  
ACCRUAL AND ADJ ENCUM. NOT SUBJECT TO FI EDITS.  
\*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) POSTS AS DEBIT TO EXPENDITURES	2) POSTS AS DEBIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3010	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
CURRENT DOCUMENT # USED TO POST	2)	2) POSTS AS DEBIT TO CASH EXPENDITURES
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 6150	1) NOT POSTED	1) NOT POSTED
2) POSTS AS DEBIT TO G/L ACCT 9000		
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES	2)	2) POSTS AS DEBIT TO EXPENDITURES
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) POSTS AS DEBIT TO EXPENDITURES		

TRANSACTION CODE 214

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 215 ACCRUE EXPEND NOT PREV ENCUMBERED AS ACCT PAYABLE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3010	ACCOUNTS PAYABLE
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	7
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

SECURITY GROUP: EXPEND-OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD ACCRUED EXPENDITURE AS ACCOUNTS PAYABLE.  
ENTRY IS PRIMARILY FOR YEAR-END ACCRUAL. MOST  
ENTRIES SHOULD HAVE UNIQUE CURR DOC NBR. TO  
ACCRUE EXPEND AS DUE TO OTHER GOVERNMENTS, USE TC  
283. TO ACCRUE EXPEND AS DUE TO OTHER FUNDS, USE  
TC 285.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT 3010	2) NOT POSTED	2) NOT POSTED
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 9000	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 215

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 216 REC PAYMENT FOR PREPAID EXP (MAN SCHEDULE)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 1720	OTHER PREPAID EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECORD MANUAL CLAIM SCHEDULE FOR PREPAID	
FUND/FUND SOURCE:	LOOKED UP BY PCA	EXPENSE. WHEN THE EXPENSE IS REALIZED, LIQUIDATE	
FUND DETAIL:	OPT/AGY DEFINED	THE PREPAID EXPENSE FOR THE APPROPRIATE AMOUNT	
BUDGETARY SEQ:	NOT ALLOWED	WITH A TC 218. FOR AUTO CLAIM SCHEDULE, USE TC	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	217. WILL GENERATE TC 360.	
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 217 REC PAYMENT FOR PREPAID EXP (AUTO SCHEDULE)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 1720	OTHER PREPAID EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO GENERATE AUTOMATED CLAIM SCHEDULE FOR PREPAID EXPENSE. WHEN THE EXPENSE IS REALIZED, LIQUIDATE THE PREPAID EXPENSE FOR THE APPROPRIATE AMOUNT WITH A TC 218. FOR MANUAL CLAIM SCHEDULE, USE TC 216. WILL GENERATE TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 217

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 218 AMORTIZE PREPAID EXPENSES

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 1720	OTHER PREPAID EXPENSES
REFERENCE DOCUMENT #:	NOT ALLOWED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: EXPEND-OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: GENERAL JOURNAL (9)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECOGNIZE EXPENDITURE PREVIOUSLY RECORDED AS A	
FUND/FUND SOURCE:	LOOKED UP BY PCA	PREPAID EXPENSE WITH A TC 216 OR TC 217.	
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 218

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 219 RECORD LOAN MADE TO ANOTHER FUND

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 1	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: GENERAL JOURNAL (9)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO RECORD A LOAN TO ANOTHER FUND IN THE FUND	
FUND/FUND SOURCE:	REQUIRED	PROVIDING THE FUNDS. FIRST FOUR DIGITS OF	
FUND DETAIL:	OPT/AGY DEFINED	SUBSIDIARY CODE SHOULD BE THE FUND THAT RECEIVED	
BUDGETARY SEQ:	NOT ALLOWED	THE LOAN. TO RECORD LOAN IN THE FUND RECEIVING	
SUBSIDIARY ACCOUNT:	REQUIRED	FUNDS, USE TC 119. TO RECORD RECEIPT OF PAYMENT	
G/L ACCOUNT #:	NOT ALLOWED	ON LOAN, USE TC 202.	
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH NOT ALLOWED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1400	2)	2)
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
2)		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 219

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

TRANSACTION CODE: 220 RECORD AN OBLIGATION

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6170	OBLIGATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 6180	OBLIGATIONS--OFFSET
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	6
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	OBLIGATIONS (5)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	IMPORTANT:	IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:	LOOKED UP BY PCA		OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:	OPT/AGY DEFINED		HOTLINE BEFORE PROCEEDING. TRANSACTION DOES NOT
BUDGETARY SEQ:	NOT ALLOWED		POST TO GP FILE.
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		
		SECURITY GROUP:	OTHER
		NET BATCH BAL:	PLUS
		ACTIVE STATUS:	ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH NOT ALLOWED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS DEBIT TO OBLIGATIONS	1) POSTS AS DEBIT TO OBLIGATIONS
DOCUMENT SUPPORTS G/L ACCT 6170	2) NOT POSTED	2) NOT POSTED
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 6170	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO ENCUMBRANCES	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 220

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 221 ESTAB DUE FROM OTHER GOVT-AUDIT EXCEPTION

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1500	DUE FROM OTHER GOVERNMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 1600	PROVISION FOR DEFERRED RECEIVABLES
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 3	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	REQUIRED	TRANSACTION REGISTER: REVENUE (7)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	REQUIRED IF PCA NOT USED	TO RECORD AMOUNT DUE FROM LOCAL OR OTHER	
FUND/FUND SOURCE:	REQUIRED	GOVERNMENTAL AGENCY AS A RESULT OF AN AUDIT. USE	
FUND DETAIL:	OPT/AGY DEFINED	SOURCE CODE 580990 IF RECEIPT IS POSTED AS	
BUDGETARY SEQ:	NOT ALLOWED	ABATEMENT. IF ORIGINAL APPN HAS REVERTED, ENTRY	
SUBSIDIARY ACCOUNT:	REQUIRED	MAY BE DONE TO POST CASH AS REVENUE. TRANS DOES	
G/L ACCOUNT #:	NOT ALLOWED	NOT POST TO AP FILE UNTIL CASH IS RECEIVED.	
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH NOT ALLOWED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1500	2)	2)
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----		
1) NOT POSTED	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2)	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
		RECORD SUPPORTS G/L ACCT 1500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 221

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 222 RECORD AN ADJUSTMENT INCREASING AN OBLIGATION

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6170	OBLIGATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 6180	OBLIGATIONS--OFFSET
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	6
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	OBLIGATIONS (5)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	IMPORTANT:	IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:	LOOKED UP BY PCA		OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:	OPT/AGY DEFINED		HOTLINE BEFORE PROCEEDING. TRANSACTION DOES NOT
BUDGETARY SEQ:	NOT ALLOWED		POST TO GP FILE.
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		
		SECURITY GROUP:	OTHER
		NET BATCH BAL:	PLUS
		ACTIVE STATUS:	ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ADJUSTMENTS	1) POSTS AS DEBIT TO OBLIGATIONS	1) POSTS AS DEBIT TO OBLIGATIONS
DOCUMENT SUPPORTS G/L ACCT 6170	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 6170	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO ENCUMBRANCES	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 222

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 223 RECORD AN ADJUSTMENT DECREASING AN OBLIGATION

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6180	OBLIGATIONS--OFFSET
MODIFIER:	OPT/AGY DEFINED	CR1 6170	OBLIGATIONS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	6
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	OBLIGATIONS (5)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	IMPORTANT:	IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:	LOOKED UP BY PCA		OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:	OPT/AGY DEFINED		HOTLINE BEFORE PROCEEDING. TRANSACTION DOES NOT
BUDGETARY SEQ:	NOT ALLOWED		POST TO GP FILE.
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		
		SECURITY GROUP:	OTHER
		NET BATCH BAL:	MINUS
		ACTIVE STATUS:	ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS	1) POSTS AS CREDIT TO OBLIGATIONS	1) POSTS AS CREDIT TO OBLIGATIONS
DOCUMENT SUPPORTS G/L ACCT 6170	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 6170	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 223

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 224 LIQUIDATE AN OBLIGATION

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 6180	OBLIGATIONS--OFFSET
MODIFIER:	OPT/AGY DEFINED	CR1 6170	OBLIGATIONS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	NOT ALLOWED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	6
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	OBLIGATIONS (5)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	IMPORTANT:	IF YOU ARE CONSIDERING USE OF
FUND/FUND SOURCE:	LOOKED UP BY PCA		OBLIGATION ACCOUNTING, PLEASE CALL THE CALSTARS
FUND DETAIL:	OPT/AGY DEFINED		HOTLINE BEFORE PROCEEDING. TRANSACTION DOES NOT
BUDGETARY SEQ:	NOT ALLOWED		POST TO GP FILE.
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		
		SECURITY GROUP:	OTHER
		NET BATCH BAL:	MINUS
		ACTIVE STATUS:	ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO OBLIGATIONS	1) POSTS AS CREDIT TO OBLIGATIONS
DOCUMENT SUPPORTS G/L ACCT 6170	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 6170	1) NOT POSTED	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 6170	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) NOT POSTED	1) NOT POSTED
2) NOT POSTED	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) NOT POSTED		

TRANSACTION CODE 224

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 11/02/01)

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TRANSACTION CODE: 225 LIQUIDATE DUE FROM OTHER GOVT AND RECORD ABATEMENT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1110	GENERAL CASH
MODIFIER:	OPT/AGY DEFINED	CR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:	REQUIRED	DR2 1600	PROVISION FOR DEFERRED RECEIVABLES
VENDOR #:	OPT/AGY DEFINED	CR2 1500	DUE FROM OTHER GOVERNMENTS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	DEPOSIT (D)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: RECPT-CASH
APPROPRIATION SYMBOL:	REQUIRED IF PCA NOT USED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD CASH RECEIVED FROM OTHER GOVERNMENTS FOR AN A/R-AUDIT EXCEPTION-ABATEMENT. ENTER RD/RC NUMBER IN LC DEPOSIT/CURR DOC FIELD RESPECTIVELY. CODING FIELDS MUST MATCH THE ORIGINAL DOC. FOR DOCUMENT RETRIEVAL, USE F4. TC CREATES SPEC APPN FILE POSTING TO DR UNREMITTED ABATEMENTS.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO EXPENDITURES	1) POSTS AS CREDIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT 1500	2) NOT POSTED	2) NOT POSTED
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 1500	1) NOT POSTED	1) POSTS AS CREDIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 9000	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 225

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 07/15/03)

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TRANSACTION CODE: 226 SCHEDULE PREPAY TO OTH GOVT - NO GP EXP (AUTO) TO

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 1740	PREPAYMENTS TO OTHER GOVERNMENTS
VENDOR #:	OPT/AGY DEFINED	CR2 5330	RESERVE FOR PREPAID ITEMS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	GENERATE AUTO CLAIM SCHD TO DISBURSE PREPAYMENT TO	
FUND/FUND SOURCE:	LOOKED UP BY PCA	OTHER GOV. FIRST FOUR DIGITS OF SUBSIDIARY SHOULD	
FUND DETAIL:	OPT/AGY DEFINED	BE 1741,1742 R 1749. TRANS POSTS AS ADVANCE TO GP	
BUDGETARY SEQ:	NOT ALLOWED	FILE. EXPENDITURE DOES NOT POST TO GP FILE UNTIL	
SUBSIDIARY ACCOUNT:	REQUIRED	PREPAYMENT IS LIQUIDATED (TC 488). WILL GEN TC360.	
G/L ACCOUNT #:	NOT ALLOWED	USE TC 227R TO REVERSE. FOR CREDIT MEMO USE TC475.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) POSTS AS DEBIT TO ADVANCES	2) POSTS AS DEBIT TO ADVANCES
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1740
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2) POSTS AS DEBIT TO ADVANCES	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) POSTS AS DEBIT TO ADVANCES		

TRANSACTION CODE 226

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 227 SCHEDULE PREPAY TO OTHER GOVT - NO GP EXP (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 1740	PREPAYMENTS TO OTHER GOVERNMENTS
VENDOR #:	OPT/AGY DEFINED	CR2 5330	RESERVE FOR PREPAID ITEMS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE  
PREPAYMENT TO OTHER GOV. FIRST FOUR DIGITS OF  
SUBSIDIARY SHOULD BE 1741, 1742 OR 1749. TRANS  
POSTS AS ADVANCE TO GP FILE. EXPENDITURE DOES NOT  
POST TO GP FILE UNTIL PREPAYMENT IS LIQUIDATED  
(TC 488). WILL GENERATE TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) POSTS AS DEBIT TO ADVANCES	2) POSTS AS DEBIT TO ADVANCES
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1740
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2) POSTS AS DEBIT TO ADVANCES	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) POSTS AS DEBIT TO ADVANCES		

TRANSACTION CODE 227

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 07/15/03)

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TRANSACTION CODE: 228 SCHEDULE PREPAYMTS TO NON-GOVTS - NO GP EXP (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 1750	PREPAYMENTS TO NON-GOVERNMENTAL ENTITIES
VENDOR #:	OPT/AGY DEFINED	CR2 5330	RESERVE FOR PREPAID ITEMS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO GENERATE AUTO CLAIM SCHD TO DISBURSE PREPAYMENT  
TO NONGOVERNMENTAL ENTITY. TRANS POSTS AS  
ADVANCE TO GP FILE. EXPENDITURE DOES NOT POST TO  
GP FILE UNTIL PREPAYMENT IS LIQUIDATED (TC 489).  
WILL GENERATE TC 360. USE TC 229R TO REVERSE.  
FOR CREDIT MEMO USE TC476.

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) POSTS AS DEBIT TO ADVANCES	2) POSTS AS DEBIT TO ADVANCES
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1750
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2) POSTS AS DEBIT TO ADVANCES	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) POSTS AS DEBIT TO ADVANCES		

TRANSACTION CODE 228

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 229 SCHEDULE PREPAYMTS TO NON-GOVTS - NO GP EXP (MAN)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 1750	PREPAYMENTS TO NON-GOVERNMENTAL ENTITIES
VENDOR #:	OPT/AGY DEFINED	CR2 5330	RESERVE FOR PREPAID ITEMS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CLAIM SCHD TO DISBURSE PREPAYMENT  
TO NONGOVERNMENTAL ENTITY. TRANS POSTS AS  
ADVANCE TO GP FILE. EXPENDITURE DOES NOT POST TO  
GP FILE UNTIL PREPAYMENT IS LIQUIDATED (TC 489).  
WILL GENERATE TC 360.

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) POSTS AS DEBIT TO ADVANCES	2) POSTS AS DEBIT TO ADVANCES
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1750
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2) POSTS AS DEBIT TO ADVANCES	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) POSTS AS DEBIT TO ADVANCES		

TRANSACTION CODE 229

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 11/02/01)

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TRANSACTION CODE: 230 LIQUIDATE DUE FROM OTHER GOVT AND RECORD REVENUE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1110	GENERAL CASH
MODIFIER:	OPT/AGY DEFINED	CR1 8000	REVENUE/OPERATING REVENUE
REFERENCE DOCUMENT #:	REQUIRED	DR2 1600	PROVISION FOR DEFERRED RECEIVABLES
VENDOR #:	OPT/AGY DEFINED	CR2 1500	DUE FROM OTHER GOVERNMENTS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 4	SECURITY GROUP: RECPT-CASH
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: DEPOSIT (D)	NET BATCH BAL: PLUS
SOURCE:	REQUIRED	TRANSACTION REGISTER: REVENUE (7)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	REQUIRED IF PCA NOT USED	TO RECORD RECEIPT OF CASH AND LIQUIDATE A/R-DUE	
FUND/FUND SOURCE:	REQUIRED	FROM OTHER GOV-AUDIT EXCEPTION. ENTER RD/RC	
FUND DETAIL:	OPT/AGY DEFINED	NUMBER IN LC DEPOSIT/CURR DOC FIELD RESPECTIVELY.	
BUDGETARY SEQ:	NOT ALLOWED	TC 230 IS USED WHEN APPN HAS REVERTED. IF APPN	
SUBSIDIARY ACCOUNT:	REQUIRED	HAS NOT REVERTED, USE TC 225. TRANSACTION CREATES	
G/L ACCOUNT #:	NOT ALLOWED	SPECIAL AP FILE POSTING TO DR UNREMIT REV.	
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO EARNED REVENUE	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1500	2) NOT POSTED	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 1500	1) NOT POSTED	1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
REFERENCE DOCUMENT # USED TO POST	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 8000	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 230

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 05/01/03)

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TRANSACTION CODE: 231 SCHED EXPEND NOT PREV ENCUMBERED OR ACCRUED (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE	
FUND/FUND SOURCE:	LOOKED UP BY PCA	ADVICE FOR EXPENDITURE PREVIOUSLY NOT ENCUMBERED.	
FUND DETAIL:	OPT/AGY DEFINED	TRANSACTION WILL GEN TC 360. USE TC 240R TO	
BUDGETARY SEQ:	NOT ALLOWED	REVERSE WHICH ALSO GENERATES 360R.	
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 231

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 232 SCHED EXPENDITURES PREVIOUSLY ENCUMBERED (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE  
ADVICE FOR EXPENDITURE PREVIOUSLY ENCUMBERED.  
CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR  
DOC RETRIEVAL, USE F4 KEY. TRANS WILL GEN TC 360.  
USE TC 240-R TO RVRS AND TC 212 TO CORRECT ENCUM.  
\*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) POSTS AS DEBIT TO EXPENDITURES	2) POSTS AS DEBIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 6150	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS CREDIT TO ENCUMBRANCES
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2) POSTS AS DEBIT TO CASH EXPENDITURES
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 9000	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) POSTS AS CREDIT TO G/L ACCT 6150	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) POSTED IF REPORTABLE	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES	2) NOT POSTED	2) POSTS AS DEBIT TO EXPENDITURES
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) POSTS AS DEBIT TO EXPENDITURES		

TRANSACTION CODE 232

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/20/01)

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TRANSACTION CODE: 233 SCHEDULE PAYMENT PREVIOUSLY ACCRUED (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3010	ACCOUNTS PAYABLE
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GENERATE AUTOMATED CLAIM SCHEDULE & REMITTANCE	
FUND/FUND SOURCE:	LOOKED UP BY PCA	ADVICE FOR EXPENDITURE PREVIOUSLY ACCRUED AS	
FUND DETAIL:	OPT/AGY DEFINED	ACCOUNTS PAYABLE. CODING FIELDS MUST MATCH	
BUDGETARY SEQ:	NOT ALLOWED	EXISTING DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	KEY. TRANSACTION WILL GENERATE TC 360. TO	
G/L ACCOUNT #:	NOT ALLOWED	REVERSE, USE TC 246R.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3010	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3010	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 233

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 12/19/08)

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TRANSACTION CODE: 234 DISBURSE EXCESS SALARY ADVANCE REPAYMENT - MAN CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1714	SALARY ADVANCES
MODIFIER:	OPT/AGY DEFINED	CR1 1130	REVOLVING FUND CASH
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3)
CHECK #:	REQUIRED		ACTIVE STATUS: ACTIVE
SECURITY GROUP:			DISB-ORF CHE
APPROPRIATION SYMBOL:	NOT ALLOWED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD DISBURSEMENT OF MANUAL ORF FUND 0998 CK  
FOR BALANCE OF PAYROLL DUE EMPLOYEE. THIS ENTRY  
IS THE NET DIFFERENCE BETWEEN THE SALARY ADVANCE  
AMOUNT AND THE SCO PAYROLL WARRANT. CODING FIELDS  
MUST MATCH EXISTING DOC. FOR DOC RETRIEVAL, USE  
F4 KEY. FOR AUTOMATED CHECK, USE TC 430.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
*(MATCH REQUIRED)	*(NO MATCH REQUIREMENT)	*(NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ADJUSTMENTS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1714	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	*(NO MATCH REQUIREMENT)	*(NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 234

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 12/17/08)

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TRANSACTION CODE: 235 DISBURSE EXCESS TRAVEL ADVANCE REPAYMENT - MAN CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1712	TRAVEL ADVANCES
MODIFIER:	OPT/AGY DEFINED	CR1 1130	REVOLVING FUND CASH
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3)
CHECK #:	REQUIRED		SECURITY GROUP: DISB-ORF CHE
APPROPRIATION SYMBOL:	NOT ALLOWED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD DISBURSEMENT OF MANUAL ORF FUND 0998 CK  
FOR BALANCE OF TRAVEL EXPENSE DUE EMPLOYEE. THIS  
ENTRY IS THE NET DIFFERENCE BETWEEN THE TRAVEL EXP  
CLAIM AND THE TRAVEL ADV AMOUNT. CODING FIELDS  
MUST MATCH EXISTING DOC. FOR DOC RETRIEVAL, USE  
F4 KEY. FOR AUTOMATED CHECK, USE TC 431.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
*(MATCH REQUIRED)	*(NO MATCH REQUIREMENT)	*(NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ADJUSTMENTS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1712	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	*(NO MATCH REQUIREMENT)	*(NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 235

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 237 RECORD SCO DISBURSEMENT OF DEPOSITS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3500	LIABILITIES FOR DEPOSITS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: OTHER
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO DISBURSEMENT OF LIABILITIES FOR  
DEPOSIT. TRANS IS TYPICALLY USED IN SPECIAL  
DEPOSIT ACCOUNTING AND IS POSTED AT FUND LEVEL.  
FUND DETAIL AND SUBSIDIARY CODE MUST MATCH  
ORIGINAL POSTING (REFER TO S01 REPORT). FOR  
DISBURS OF AGENCY TRUST (GLAN 1120), USE TC 185.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 237

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 239 SCHEDULE NO WARRANT REIMBURSEMENT REFUND (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 8100	REIMBURSEMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
SECURITY GROUP:			EXPEND-CS
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CLM SCHD FROM REIMBS. ATTACH LTR WITH DATE OF ORIGINAL DEPOSIT AND CR NBR. MARK FACE SHEET "NO WARRANT" AND INCLUDE AGENCY NAME & CREDIT APPN INFO. IF PAYEE IS NON-STATE ENTITY OR WARR REQUIRED, SCO PRE-APPROVAL REQUIRED. LTR TO TFR FUNDS TO "D" ACCT REQD. WILL GENERATE TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS	1) POSTS AS DEBIT TO REIMBURSEMENTS
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8100	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS		
2) NOT POSTED		

TRANSACTION CODE 239

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 05/01/03)

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TRANSACTION CODE: 240 SCHED DIRECT EXPEND NOT PREV ENC OR ACCRUED (MAN)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD MANUAL CLAIM SCHEDULE FOR EXPENDITURE  
NOT ENCUMBERED OR ACCRUED. USE TC 231 FOR  
AUTOMATED CLAIM, TC 471 FOR CREDIT MEMO OR TC 253  
FOR CLAIM CUT. TRANSACTION WILL GENERATE TC 360.  
REVERSE CODE WILL GENERATE TC 360R.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 240

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/11/07)

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TRANSACTION CODE: 241 ADJ DECREASE DUE FROM OTHER GOVERNMENT-AUDIT EXCPT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1600	PROVISION FOR DEFERRED RECEIVABLES
MODIFIER:	OPT/AGY DEFINED	CR1 1500	DUE FROM OTHER GOVERNMENTS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 4	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	REQUIRED	TRANSACTION REGISTER: REVENUE (7)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	REQUIRED IF PCA NOT USED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD DECREASE IN DUE FROM OTHER GOVERNMENTS-  
AUDIT EXCEPTION AS A RESULT OF AN AUDIT. ORIGINAL  
ENTRY WAS POSTED WITH TC 221. TO RECORD INCREASE,  
USE TC 244.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1500	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 1500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 241

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 242 REC DIRECT SCO PAY OF EXP NOT PREV ENC OR ACC

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO PAYMENT OF EXPEND NOT PREVIOUSLY  
ENCUM OR ACCRUED. USE SCO DOC NBR AS CURR DOC FOR  
AUDIT PURPOSES. USE TC 240/240R TO CORRECT VENDOR  
NBR/OBJ DTL ERRORS. CAUTION: USING TC 242 TO CORR  
VENDOR NBR OR OBJ DTL ERRORS MAY CREATE ERROR IN  
RP FILE. IF USED, TC R01/R02 MAY BE NEEDED.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 242

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/20/01)

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TRANSACTION CODE: 243 SCHED EXPENDENDITURES PREV ENCUMBERED (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD MANUAL CLAIM SCHEDULE FOR EXPENDITURE  
PREVIOUSLY ENCUMBERED. CODING FIELDS MUST MATCH  
EXISTING DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4  
KEY. TRANSACTION WILL GEN TC 360. USE TC 240R  
TO REVERSE AND TC 212 TO CORRECT ENCUMBRANCE.  
\*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) POSTS AS DEBIT TO EXPENDITURES	2) POSTS AS DEBIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 6150	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS CREDIT TO ENCUMBRANCES
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2) POSTS AS DEBIT TO CASH EXPENDITURES
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) POSTS AS CREDIT TO G/L ACCT 6150	----- REPORTABLE PAYMENT FILE -----	
	1) POSTED IF REPORTABLE	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES	2) NOT POSTED	2) POSTS AS DEBIT TO EXPENDITURES
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) POSTS AS DEBIT TO EXPENDITURES		

TRANSACTION CODE 243

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/11/07)

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TRANSACTION CODE: 244 ADJ INCREASE DUE FROM OTHER GOVERNMENT-AUDIT EXCPT

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1500	DUE FROM OTHER GOVERNMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 1600	PROVISION FOR DEFERRED RECEIVABLES
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 4	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	REQUIRED	TRANSACTION REGISTER: REVENUE (7)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	REQUIRED IF PCA NOT USED	TO RECORD INCREASE IN DUE FROM OTHER GOVERNMENTS-	
FUND/FUND SOURCE:	REQUIRED	AUDIT EXCEPTION AS A RESULT OF AN AUDIT. ORIGINAL	
FUND DETAIL:	OPT/AGY DEFINED	ENTRY WAS POSTED WITH TC 221. TO RECORD DECREASE,	
BUDGETARY SEQ:	NOT ALLOWED	USE TC 241.	
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ADJUSTMENTS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1500	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----		
1) NOT POSTED	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2)	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
		RECORD SUPPORTS G/L ACCT 1500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 244

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 245 REC SCO PAY OF EXPENDITURE PREV ENCUMBERED

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4 6155	ENCUMBRANCES - OFFSET
OBJECT DETAIL:	REQUIRED	CR4 6150	ENCUMBRANCES
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: EXPEND-OTHER
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY ENCUMBERED. USE SCO DOC NBR AS CURR DOC FOR AUDIT PURPOSES. CODING FIELDS MUST MATCH EXISTING DOC. FOR DOCUMENT RETRIEVAL, USE F4 KEY. USE TC 242R TO REVERSE AND TC 212 TO CORRECT ENCUMBRANCE. \*\*\*\*\*"R" REVERSE CODE IS NOT ALLOWED\*\*\*\*\*

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO ENCUMBRANCES
DOCUMENT SUPPORTS G/L ACCT 6150	2) POSTS AS DEBIT TO EXPENDITURES	2) POSTS AS DEBIT TO CASH EXPENDITURES
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 6150	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS CREDIT TO ENCUMBRANCES
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2) POSTS AS DEBIT TO CASH EXPENDITURES
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 9000	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) POSTS AS CREDIT TO G/L ACCT 6150	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO ENCUMBRANCES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS CREDIT TO ENCUMBRANCES
2) POSTS AS DEBIT TO TOTAL EXPENDITURES	2) NOT POSTED	2) POSTS AS DEBIT TO EXPENDITURES
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO ENCUMBRANCES		
2) POSTS AS DEBIT TO EXPENDITURES		

TRANSACTION CODE 245

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 246 SCHED PAYMT OF EXPEND PREVIOUSLY ACCRUED (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3010	ACCOUNTS PAYABLE
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD MANUAL CLAIM SCHEDULE FOR EXPENDITURE  
PREVIOUSLY ACCRUED AS ACCOUNTS PAYABLE. CODING  
FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOCUMENT  
RETRIEVAL, USE F4 KEY. TRANSACTION WILL GENERATE  
TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3010	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3010	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 246

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 248 REC SCO PAYMENT OF EXPENDITURE PREV ACCRUED

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3010	ACCOUNTS PAYABLE
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: OTHER
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY  
ACCRUED AS ACCOUNTS PAYABLE. USE SCO DOCUMENT  
NUMBER AS CURRENT DOCUMENT FOR AUDIT PURPOSES.  
CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR  
DOCUMENT RETRIEVAL, USE F4 KEY.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3010	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3010	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 248

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 250 SCHED PREPAY TO OTHER FUND/APPN-NO GP EXP (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 1730	PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS
VENDOR #:	OPT/AGY DEFINED	CR2 5330	RESERVE FOR PREPAID ITEMS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO GENERATE AUTOMATED CLAIM SCHEDULE AND RECORD  
PREPAYMENT TO OTHER FUND/APPN. FIRST FOUR DIGITS  
OF SUBSIDIARY SHOULD BE FUND RECEIVING PREPAYMENT.  
TRANS POSTS AS ADVANCE TO GP FILE. EXPEND DOES  
NOT POST TO GP FILE UNTIL PREPAYMENT IS LIQUIDATED  
(TC 441). WILL GEN TC 360. USE TC 251R TO RVRS.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) POSTS AS DEBIT TO ADVANCES	2) POSTS AS DEBIT TO ADVANCES
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1730
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2) POSTS AS DEBIT TO ADVANCES	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) POSTS AS DEBIT TO ADVANCES		

TRANSACTION CODE 250

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 251 SCHED PREPAYMTS TO OTHER FUND/APPN-NO GP EXP (MAN)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 1730	PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS
VENDOR #:	OPT/AGY DEFINED	CR2 5330	RESERVE FOR PREPAID ITEMS
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CLAIM SCHEDULE AND RECORD  
PREPAYMENT TO OTHER FUND/APPN. FIRST FOUR DIGITS  
OF SUBSIDIARY SHOULD BE FUND RECEIVING PREPAYMENT.  
TRANS POSTS AS ADVANCE TO GP FILE. EXPEND DOES  
NOT POST TO GP FILE UNTIL PREPAYMENT IS LIQUIDATED  
(TC 441). WILL GEN TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) POSTS AS DEBIT TO ADVANCES	2) POSTS AS DEBIT TO ADVANCES
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1730
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2) POSTS AS DEBIT TO ADVANCES	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) POSTS AS DEBIT TO ADVANCES		

TRANSACTION CODE 251

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 252 REDUCE CLAIMS FILED, NOTICE OF CLAIMS PAID

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3020	CLAIMS FILED
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	OPT/AGY DEFINED	TRANSACTION REGISTER:	CLAIMS FILED (2)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO MANUALLY POST REDUCTION IN CLAIMS FILED FOR  
CLAIMS PAID BY SCO. AGENCY MAY USE AUTOMATED  
CD102 POSTING PROCESS (REFER TO TC 362). BALANCE  
OF CLAIM SCHEDULES IN GLAN 3020 MAY BE OBTAINED BY  
USING THE ONLINE DOCUMENT FILE INQUIRY OR BY  
ORDERING A D05 REPORT.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3020	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3020	1) NOT POSTED	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2)	2)
----- OPERATING FILE -----		
1) NOT POSTED	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2)	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 252

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 253 REDUCE EXPENDITURE (CLAIM CORRECTION)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1140	CASH IN STATE TREASURY
MODIFIER:	OPT/AGY DEFINED	CR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	CLAIM CORRECTION (7)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: EXPEND-CS
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: MINUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO REDUCE EXPENDITURE DUE TO CLAIM CORRECTION BY  
SCO. THIS ENTRY SHOULD CONTAIN THE SAME CODING  
INFO AS THE ORIGINAL TRANSACTION. CURRENT DOC IS  
CLAIM SCHEDULE NUMBER. IF ORIGINAL TRANS WAS TC  
226 - 229, USE TC P53. TC R01 MAY BE NEEDED FOR  
RP FILE. TRANSACTION WILL GENERATE TC 361.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS CREDIT TO EXPENDITURES	1) POSTS AS CREDIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS DEBIT TO CASH INCREASE	1) POSTS AS CREDIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS CREDIT TO TOTAL EXPENDITURES	1) POSTS AS DEBIT TO CASH INCREASE	1) POSTS AS CREDIT TO EXPENDITURES
2) NOT POSTED	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 253

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 254 RECORD INTER-FUND LOAN (NONCURRENT PORTION)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #: NOT ALLOWED  
MODIFIER: OPT/AGY DEFINED  
REFERENCE DOCUMENT #: OPT/AGY DEFINED  
VENDOR #: OPT/AGY DEFINED  
INVOICE #: OPT/AGY DEFINED  
CURRENT DOCUMENT #: REQUIRED  
INDEX: OPT/AGY DEFINED  
OBJECT DETAIL: OPT/AGY DEFINED  
PCA NO: OPT/AGY DEFINED  
PROJECT #: OPT/AGY DEFINED  
MULTI-PURPOSE CODE: OPT/AGY DEFINED  
SOURCE: NOT ALLOWED  
CHECK #: NOT ALLOWED  
APPROPRIATION SYMBOL: OPT/AGY DEFINED  
FUND/FUND SOURCE: REQUIRED  
FUND DETAIL: OPT/AGY DEFINED  
BUDGETARY SEQ: NOT ALLOWED  
SUBSIDIARY ACCOUNT: REQUIRED  
G/L ACCOUNT #: NOT ALLOWED  
VENDOR NAME/ADDRESS: OPT/AGY DEFINED

DR1 2120 ADVANCES TO OTHER FUNDS  
CR1 5340 RESERVE FOR ADVANCES  
DR2  
CR2  
DR3  
CR3  
DR4  
CR4

POSTING SEQUENCE: 8  
CLAIM SCHEDULE IMPACT: NONE  
TRANSACTION REGISTER: GENERAL JOURNAL (9)

SECURITY GROUP: OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD ADVANCE TO OTHER FUNDS FOR NON-CURRENT  
PORTION OF INTER-FUND LOAN. THIS ENTRY IS POSTED  
CONCURRENTLY WITH TC 481. THE FIRST FOUR DIGITS  
OF SUBSIDIARY CODE SHOULD BE THE FUND NUMBER  
RECEIVING THE LOAN. TO LIQUIDATE THE ADVANCE, USE  
TC 258.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
2)		RECORD SUPPORTS G/L ACCT 2120
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 254

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 255 RECORD CLAIM CORRECTION - INCREASE DEPOSITS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3020	CLAIMS FILED
MODIFIER:	OPT/AGY DEFINED	CR1 3500	LIABILITIES FOR DEPOSITS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	CLAIMS FILED (2)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO REDUCE DECREASE IN DISBURSEMENT FROM  
LIABILITIES FOR DEPOSITS DUE TO CLAIM CORRECTION  
BY SCO. THIS ENTRY SHOULD CONTAIN THE SAME CODING  
INFORMATION AS THE ORIGINAL TRANSACTION. CURRENT  
DOCUMENT IS CLAIM SCHEDULE NUMBER. TRANSACTION  
DOES NOT GENERATE TC 361.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3020	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3020	1) POSTS AS DEBIT TO CASH INCREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS CREDIT TO INCREASES
2)		RECORD SUPPORTS G/L ACCT 3500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS DEBIT TO CASH INCREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 255

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 256 RECORD CLAIM CORRECTION - INCREASE REVENUE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1140	CASH IN STATE TREASURY
MODIFIER:	OPT/AGY DEFINED	CR1 8000	REVENUE/OPERATING REVENUE
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	CLAIM CORRECTION (7)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: RECPT-OTHER
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO REDUCE DECREASE IN DISBURSEMENT FROM REVENUE  
DUE TO CLAIM CORRECTION BY SCO. THIS ENTRY SHOULD  
CONTAIN THE SAME CODING INFORMATION AS THE  
ORIGINAL TRANSACTION. CURRENT DOCUMENT IS CLAIM  
SCHEDULE NUMBER. TRANSACTION WILL GENERATE TC  
361.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS CREDIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS DEBIT TO CASH INCREASE	1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 8000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS DEBIT TO CASH INCREASE	1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 256

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 257 RECORD CLAIM CORRECTION - INCREASE REIMBURSEMENTS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1140	CASH IN STATE TREASURY
MODIFIER:	OPT/AGY DEFINED	CR1 8100	REIMBURSEMENTS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	CLAIM CORRECTION (7)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO REDUCE DECREASE IN DISBURSEMENT FROM  
REIMBURSEMENTS DUE TO CLAIM CORRECTION BY SCO.  
THIS ENTRY SHOULD CONTAIN THE SAME CODING  
INFORMATION AS THE ORIGINAL TRANSACTION. CURRENT  
DOCUMENT IS CLAIM SCHEDULE NUMBER. TRANSACTION  
WILL GENERATE TC 361.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS CREDIT TO EARNED REIMBURSEMENTS	1) POSTS AS CREDIT TO REIMBURSEMENTS
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS DEBIT TO CASH INCREASE	1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 8100	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS DEBIT TO CASH INCREASE	1) POSTS AS CREDIT TO RECEIPT COLLECTIONS
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO EARNED REIMBURSEMENTS		
2) NOT POSTED		

TRANSACTION CODE 257

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 258 REDUCE INTER-FUND LOAN (PAYMENT OR ACCRUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #: NOT ALLOWED  
MODIFIER: OPT/AGY DEFINED  
REFERENCE DOCUMENT #: OPT/AGY DEFINED  
VENDOR #: OPT/AGY DEFINED  
INVOICE #: OPT/AGY DEFINED  
CURRENT DOCUMENT #: REQUIRED  
INDEX: OPT/AGY DEFINED  
OBJECT DETAIL: OPT/AGY DEFINED  
PCA NO: OPT/AGY DEFINED  
PROJECT #: OPT/AGY DEFINED  
MULTI-PURPOSE CODE: OPT/AGY DEFINED  
SOURCE: NOT ALLOWED  
CHECK #: NOT ALLOWED  
APPROPRIATION SYMBOL: OPT/AGY DEFINED  
FUND/FUND SOURCE: REQUIRED  
FUND DETAIL: OPT/AGY DEFINED  
BUDGETARY SEQ: NOT ALLOWED  
SUBSIDIARY ACCOUNT: REQUIRED  
G/L ACCOUNT #: NOT ALLOWED  
VENDOR NAME/ADDRESS: OPT/AGY DEFINED

DR1 5340 RESERVE FOR ADVANCES  
CR1 2120 ADVANCES TO OTHER FUNDS  
DR2  
CR2  
DR3  
CR3  
DR4  
CR4

POSTING SEQUENCE: 7  
CLAIM SCHEDULE IMPACT: NONE  
TRANSACTION REGISTER: GENERAL JOURNAL (9)

SECURITY GROUP: OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD LIQUIDATION OF ADVANCES TO OTHER FUNDS  
WHEN REPAYMENT OF INTER-FUND LOAN IS RECEIVED.  
ENTRY IS POSTED CONCURRENTLY WITH TC 483 OR TC  
260. TC 258 IS ALSO USED FOR POSTING YEAR-END  
ACCRUAL ENTRY FOR PYMT EXPECTED IN THE NEXT YEAR.  
SUBSID CODE MUST MATCH ORIGINAL POSTING (SEE S01).

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 2120
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 258

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 259 LIQUIDATE DUE FROM OTH FUND - OP TRANSFERS-IN

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1140	CASH IN STATE TREASURY
MODIFIER:	OPT/AGY DEFINED	CR1 1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

SECURITY GROUP: OTHER  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO RECORD LIQUIDATION OF DUE FROM OTHER FUNDS FOR  
OPERATING TRANSFERS-IN ORIGINALLY ESTABLISHED WITH  
TC 260. CODING FIELDS MUST MATCH EXISTING  
DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4 KEY.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1400	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS CREDIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 1400	1) POSTS AS DEBIT TO CASH INCREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS DEBIT TO CASH INCREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 259

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 260 RECORD ACCRUAL OP TRANS-IN - DUE FM OTHER FUNDS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 9811	OPERATING TRANSFERS IN
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	3
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	OPT/AGY DEFINED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD DUE FROM OTHER FUNDS FOR ACCRUAL OF  
OPERATING TRANSFERS-IN. USE SOURCE CODE 3NNNNN  
SERIES. THE FIRST FOUR DIGITS OF SUBSIDIARY  
SHOULD BE THE FUND NUMBER AMOUNT IS DUE FROM.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS CREDIT TO NET TRANSFERS	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1400	2) NOT POSTED	2)
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS CREDIT TO GL ACCT 9811	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) POSTS AS CREDIT TO INCREASES
	1) NOT POSTED	RECORD SUPPORTS G/L ACCT 9811

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS CREDIT TO NET APPROPRIATIONS		
2) NOT POSTED		

TRANSACTION CODE 260

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 261 SCHED DUE TO OTHER FUNDS (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO GENERATE AUTOMATED CLAIM SCHEDULE & RA FOR	
FUND/FUND SOURCE:	REQUIRED	EXPENDITURE PREVIOUSLY ACCRUED AS DUE TO OTHER	
FUND DETAIL:	OPT/AGY DEFINED	FUNDS OR APPNS. CODING FIELDS MUST MATCH EXISTING	
BUDGETARY SEQ:	NOT ALLOWED	DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4 KEY.	
SUBSIDIARY ACCOUNT:	REQUIRED	USE TC 203 FOR MANUAL SCHEDULE. TRANSACTION WILL	
G/L ACCOUNT #:	NOT ALLOWED	GENERATE TC 360. TO REVERSE, USE TC 203R.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3110	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3110	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 261

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 262 REC SCO PAYMENT OF AMOUNT DUE TO OTHER FUNDS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: OTHER
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY  
ACCRUED AS DUE TO OTHER FUNDS. USE SCO DOCUMENT  
NUMBER AS CURRENT DOCUMENT FOR AUDIT PURPOSES.  
CODING FIELDS MUST MATCH EXISTING DOCUMENT. FOR  
DOCUMENT RETRIEVAL, USE F4 KEY.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3110	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3110	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 262

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 263 SCO LIQUIDATION OF AMOUNTS DUE TO GOVERNMENTS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1	
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: OTHER
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	REQUIRED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO PAYMENT OF EXPENDITURE PREVIOUSLY  
ACCRUED AS DUE TO OTHER GOVERNMENTS. ENTER GLAN  
3210, 3220 OR 3290. USE SCO DOCUMENT NUMBER AS  
CURRENT DOCUMENT FOR AUDIT PURPOSES. CODING  
FIELDS MUST MATCH EXISTING DOCUMENT. FOR DOCUMENT  
RETRIEVAL, USE F4 KEY.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 263

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 264 REC DISBURSEMENT/ESTABLISH PREPAY TO OTHER FUNDS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1730	PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2 6270	RESERVED APPROPRIATIONS
VENDOR #:	OPT/AGY DEFINED	CR2 6275	RESERVED APPROPRIATIONS-OFFSET
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	REQUIRED IF PCA NOT USED	TO RECORD PREPAYMENT TO OTHER FUNDS OR	
FUND/FUND SOURCE:	REQUIRED	APPNS BY SCO. FIRST FOUR DIGITS OF SUBSIDIARY	
FUND DETAIL:	OPT/AGY DEFINED	SHOULD BE FUND RECEIVING PREPAYMENT. ENTRY IS	
BUDGETARY SEQ:	NOT ALLOWED	USED TO POST ADVANCES TO DEPT OF GENERAL SERVICES.	
SUBSIDIARY ACCOUNT:	REQUIRED	TO LIQUIDATE, USE TC 413. TO RECORD EXPENSES	
G/L ACCOUNT #:	NOT ALLOWED	AGAINST THE PREPAYMENT, USE TC 242 OR TC 245.	
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO RESERVES	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
2)		RECORD SUPPORTS G/L ACCT 1730
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO NET APPROPRIATIONS		
2) NOT POSTED		

TRANSACTION CODE 264

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/11/07)

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TRANSACTION CODE: 265 ADJUST DECREASE OPERATE TRANS IN/DUE FROM OTH FUND

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9811	OPERATING TRANSFERS IN
MODIFIER:	OPT/AGY DEFINED	CR1 1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	7
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
SECURITY GROUP:			OTHER
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	OPT/AGY DEFINED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD DECREASE IN DUE FROM OTHER FUNDS FOR  
OPERATING TRANSFERS-IN ORIGINALLY ESTABLISHED WITH  
TC 260. CODING FIELDS MUST MATCH EXISTING  
DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4 KEY.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ADJUSTMENTS	1) POSTS AS DEBIT TO NET TRANSFERS	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1400	2) NOT POSTED	2)
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 9811	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) POSTS AS CREDIT TO DECREASES
		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) POSTS AS DEBIT TO DECREASES
	1) NOT POSTED	RECORD SUPPORTS G/L ACCT 9811

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO NET APPROPRIATIONS		
2) NOT POSTED		

TRANSACTION CODE 265

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 266 REC RETURN OF PREPAYMENTS FROM OTHER FUNDS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3120	PREPAYMENTS FROM OTHER FUNDS & APPNS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO RECORD RETURN OF UNUSED PREPAYMENT TO THE FUND	
FUND/FUND SOURCE:	REQUIRED	THAT ORIGINALLY MADE THE PREPAYMENT. FUND DETAIL	
FUND DETAIL:	OPT/AGY DEFINED	AND SUBSIDIARY CODE MUST MATCH ORIGINAL POSTING	
BUDGETARY SEQ:	NOT ALLOWED	(REFER TO S01 REPORT).	
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3120
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 267 REC REPAY OF ADVANCES RECEIVED FROM OTHER FUNDS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 4010	ADVANCES FROM OTHER FUNDS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO RECORD RETURN OF ADVANCES RECEIVED FROM OTHER	
FUND/FUND SOURCE:	REQUIRED	FUNDS. FUND DETAIL AND SUBSIDIARY CODE MUST MATCH	
FUND DETAIL:	OPT/AGY DEFINED	ORIGINAL POSTING (REFER TO S01 REPORT).	
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 4010
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 267

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 268 SCHED DUE TO OTHER GOVTS (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1	
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	REQUIRED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO GEN AUTO CLAIM SCHEDULE & RA FOR EXPENDITURE  
PREVIOUSLY ACCRUED AS DUE TO OTHER GOVERNMENTS.  
ENTER GLAN 3210, 3220 OR 3290. CODING FIELDS MUST  
MATCH EXISTING DOCUMENT. FOR DOCUMENT RETRIEVAL,  
USE F4 KEY. USE TC 284 FOR MANUAL SCHEDULE.  
TRANS WILL GEN TC 360. TO RVRS, USE TC 284R.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/20/01)

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TRANSACTION CODE: 269 DISBURSE REVENUE REFUND FROM GENERAL CASH-AUTO CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 8000	REVENUE/OPERATING REVENUE
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GENERATE AUTO CHECK FOR DISBURSEMENT OF REVENUE	
FUND/FUND SOURCE:	LOOKED UP BY PCA	REFUND FROM GEN CASH. VERIFY GENERAL CASH BALANCE	
FUND DETAIL:	OPT/AGY DEFINED	BEFORE USING TC 269. USE SOURCE CODE 1NNNNN OR	
BUDGETARY SEQ:	NOT ALLOWED	2NNNNN. USE TC 276 FOR MANUAL CHECK. TO REVERSE,	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	USE TC 276R. TRANSACTION CREATES SPECIAL APPN	
G/L ACCOUNT #:	NOT ALLOWED	FILE POSTING TO CREDIT UNREMITTED REVENUE.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: DISB-OTH CHE  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (MATCH REQUIRED)
	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8000		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 269

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 270 SCHEDULE REVENUE REFUND (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 8000	REVENUE/OPERATING REVENUE
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)	NET BATCH BAL: PLUS
SOURCE:	REQUIRED	TRANSACTION REGISTER: REVENUE (7)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE REFUND	
FUND/FUND SOURCE:	LOOKED UP BY PCA	FROM REVENUE. USE SOURCE CODE 1NNNNN OR 2NNNNN	
FUND DETAIL:	OPT/AGY DEFINED	SERIES. USE TC 271 FOR AUTOMATED CLAIM SCHEDULE.	
BUDGETARY SEQ:	NOT ALLOWED	TRANSACTION WILL GENERATE TC 360.	
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 270

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 271 SCHEDULE REVENUE REFUND (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 8000	REVENUE/OPERATING REVENUE
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GENERATE AUTOMATED CLAIM SCHEDULE AND	
FUND/FUND SOURCE:	LOOKED UP BY PCA	REMITTANCE ADVICE TO DISBURSE REFUND FROM REVENUE.	
FUND DETAIL:	OPT/AGY DEFINED	USE SOURCE CODE 1NNNNN OR 2NNNNN. USE TC 270 FOR	
BUDGETARY SEQ:	NOT ALLOWED	MANUAL CLAIM SCHEDULE. TRANSACTION WILL GENERATE	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	TC 360. TO REVERSE, USE TC 270R.	
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 271

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/20/01)

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TRANSACTION CODE: 272 DISBURSE REIMBSMT REFUND FROM GEN CASH - MAN CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 8100	REIMBURSEMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECORD DISBURSEMENT OF GENERAL CASH	
FUND/FUND SOURCE:	LOOKED UP BY PCA	REIMBURSEMENT REFUND WITH MANUAL CHECK. VERIFY	
FUND DETAIL:	OPT/AGY DEFINED	GENERAL CASH BALANCE BEFORE USING TC 272. USE	
BUDGETARY SEQ:	NOT ALLOWED	SOURCE CODE 99N9NN. USE TC 274 FOR AUTOMATED	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	CHECK. TRANSACTION CREATES SPECIAL APPN FILE	
G/L ACCOUNT #:	NOT ALLOWED	POSTING TO CREDIT UNREMITTED REIMBURSEMENTS.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: DISB-OTH CHE  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS	1) POSTS AS DEBIT TO REIMBURSEMENTS
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8100		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS		
2) NOT POSTED		

TRANSACTION CODE 272

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/12/03)

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TRANSACTION CODE: 273 SCHED NO WARRANT REIMBURSEMENT REFUND (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 8100	REIMBURSEMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GEN NO WARR CLM SCHD FROM REIMBS. ATTACH LTRW/	
FUND/FUND SOURCE:	LOOKED UP BY PCA	DATE OF ORIGINAL DEPOSIT & CR NBR. MARK FACE SHEET	
FUND DETAIL:	OPT/AGY DEFINED	"NO WARRANT"& INCL AGENCY NAME &CREDIT APPNINFO.	
BUDGETARY SEQ:	NOT ALLOWED	IF PAYEE IS NON-STATE ENTITY ORWARR REQUIRED,SCO	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	PRE-APPROVAL REQUIRED. LTR TOTRF FUNDS TO"D"ACCT	
G/L ACCOUNT #:	NOT ALLOWED	REQD. WILL GENERATE TC 360.USE TC 239R TO REVERSE	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS	1) POSTS AS DEBIT TO REIMBURSEMENTS
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8100	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) POSTED IF REPORTABLE	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS		
2) NOT POSTED		

TRANSACTION CODE 273

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/20/01)

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TRANSACTION CODE: 274 DISBURSE REIMBSMT REFUND FROM GEN CASH - AUTO CHK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 8100	REIMBURSEMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GENERATE AUTOMATED CHECK FOR DISBURSEMENT OF	
FUND/FUND SOURCE:	LOOKED UP BY PCA	REIMBURSEMENT REFUND FROM GENERAL CASH. VERIFY	
FUND DETAIL:	OPT/AGY DEFINED	GENERAL CASH BALANCE BEFORE USING TC 274. USE	
BUDGETARY SEQ:	NOT ALLOWED	SOURCE CODE 99N9NN SERIES. USE TC 272 FOR MANUAL	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	CHECK. TO REVERSE, USE TC 272R. TRANS CREATES	
G/L ACCOUNT #:	NOT ALLOWED	SPECIAL AP FILE POSTING TO CR UNREMITTED REIMBURS.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS	1) POSTS AS DEBIT TO REIMBURSEMENTS
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8100		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS		
2) NOT POSTED		

TRANSACTION CODE 274

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 275 RECORD REMITTANCE OF SALES TAX - AUTO CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		
			SECURITY GROUP: DISB-OTH CHE
			NET BATCH BAL: PLUS
			ACTIVE STATUS: ACTIVE

TO GENERATE AUTOMATED CHECK FOR REMITTANCE OF  
SALES TAX ORIGINALLY RECORDED AS DUE TO OTHER  
FUNDS OR APPNS (TC 161). CODING FIELDS MUST MATCH  
EXISTING DOCUMENT. FOR DOCUMENT RETRIEVAL, USE F4  
KEY. USE TC 162 FOR MANUAL CHECK.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3110	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 275

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 276 DISBURSE REVENUE REFUND FROM GENERAL CASH-MAN CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 8000	REVENUE/OPERATING REVENUE
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECORD MANUAL CHECK FOR DISBURSEMENT OF REVENUE	
FUND/FUND SOURCE:	LOOKED UP BY PCA	REFUND FROM GENERAL CASH. VERIFY GENERAL CASH	
FUND DETAIL:	OPT/AGY DEFINED	BALANCE BEFORE USING TC 276. USE SOURCE CODE	
BUDGETARY SEQ:	NOT ALLOWED	1NNNNN OR 2NNNNN SERIES. USE TC 269 FOR AUTOMATED	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	CHECK. TRANSACTION CREATES SPECIAL APPN FILE	
G/L ACCOUNT #:	NOT ALLOWED	POSTING TO CREDIT UNREMITTED REVENUE.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: DISB-OTH CHE  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (MATCH REQUIRED)
	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8000		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 276

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 277 DISBURSE ORF SALARY ADVANCE - MANUAL CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1714	SALARY ADVANCES
MODIFIER:	OPT/AGY DEFINED	CR1 1130	REVOLVING FUND CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	3
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3)
CHECK #:	REQUIRED		SECURITY GROUP: DISB-ORF CHE
APPROPRIATION SYMBOL:	NOT ALLOWED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		TO RECORD MANUAL CHECK FOR DISBURSEMENT OF ORF
FUND DETAIL:	OPT/AGY DEFINED		SALARY ADVANCE. THIS ENTRY IS FOR OFFICE
BUDGETARY SEQ:	NOT ALLOWED		REVOLVING FUND (FUND 0998) ONLY. NOTE: A VENDOR
SUBSIDIARY ACCOUNT:	NOT ALLOWED		NUMBER MUST BE USED IN ORDER FOR THE TRANSACTION
G/L ACCOUNT #:	NOT ALLOWED		TO POST TO THE VENDOR PAYMENT FILE. USE TC 422
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		FOR AUTOMATED CHECK.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1714	2)	2)
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 277

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 278 DISBURSE ORF TRAVEL ADVANCE - MANUAL CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1712	TRAVEL ADVANCES
MODIFIER:	OPT/AGY DEFINED	CR1 1130	REVOLVING FUND CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	3
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3)
CHECK #:	REQUIRED		SECURITY GROUP: DISB-ORF CHE
APPROPRIATION SYMBOL:	NOT ALLOWED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		TO RECORD MANUAL CHECK FOR DISBURSEMENT OF ORF
FUND DETAIL:	OPT/AGY DEFINED		TRAVEL ADVANCE. ENTRY IS FOR OFFICE REVOLVING
BUDGETARY SEQ:	NOT ALLOWED		FUND (FUND 0998) ONLY. NOTE: A VENDOR NUMBER MUST
SUBSIDIARY ACCOUNT:	NOT ALLOWED		BE USED IN ORDER FOR THE TRANSACTION TO POST TO
G/L ACCOUNT #:	NOT ALLOWED		THE VENDOR PAYMENT FILE. USE TC 423 FOR AUTOMATED
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		CHECK.
			ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1712	2)	2)
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 278

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 05/24/05)

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TRANSACTION CODE: 279 LIQUIDATE TRAVEL ADVANCE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #: NOT ALLOWED  
MODIFIER: OPT/AGY DEFINED  
REFERENCE DOCUMENT #: REQUIRED  
VENDOR #: OPT/AGY DEFINED  
INVOICE #: OPT/AGY DEFINED  
CURRENT DOCUMENT #: REQUIRED  
INDEX: OPT/AGY DEFINED  
OBJECT DETAIL: NOT ALLOWED  
PCA NO: NOT ALLOWED  
PROJECT #: NOT ALLOWED  
MULTI-PURPOSE CODE: OPT/AGY DEFINED  
SOURCE: NOT ALLOWED  
CHECK #: NOT ALLOWED  
APPROPRIATION SYMBOL: NOT ALLOWED  
FUND/FUND SOURCE: REQUIRED  
FUND DETAIL: OPT/AGY DEFINED  
BUDGETARY SEQ: NOT ALLOWED  
SUBSIDIARY ACCOUNT: REQUIRED  
G/L ACCOUNT #: NOT ALLOWED  
VENDOR NAME/ADDRESS: OPT/AGY DEFINED

DR1 1400 DUE FROM OTHER FUNDS OR APPROPRIATIONS  
CR1 1712 TRAVEL ADVANCES  
DR2  
CR2  
DR3  
CR3  
DR4  
CR4

POSTING SEQUENCE: 9 SECURITY GROUP: OTHER  
CLAIM SCHEDULE IMPACT: NONE NET BATCH BAL: PLUS  
TRANSACTION REGISTER: ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS: ACTIVE

TO LIQUIDATE TRAVEL ADV AND ESTABLISH DUE FROM  
OTHER FUNDS/APPNS. ENTRY IS FOR ORF (FUND 0998)  
ONLY. ENTER DOC NBR OF TRAVEL ADV (TC 278/423) IN  
REF DOC FIELD. ENTER CLAIM SCHD NBR IN CURR DOC  
FIELD. USE ORF VENDOR NBR. FIRST FOUR DIGITS OF  
SUBSID ARE FUND NBR REIMBURSING ORF. NO FJ EDITS.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1712	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 1400	1) NOT POSTED	1) NOT POSTED
CURRENT DOCUMENT # USED TO POST	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 279

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 280 DISBURSE ORF EXPENSE ADVANCE - MANUAL CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1710	EXPENSE ADVANCES
MODIFIER:	OPT/AGY DEFINED	CR1 1130	REVOLVING FUND CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	3
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3)
CHECK #:	REQUIRED		SECURITY GROUP: DISB-ORF CHE
APPROPRIATION SYMBOL:	NOT ALLOWED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		TO RECORD MANUAL CHECK FOR DISBURSEMENT OF ORF
FUND DETAIL:	OPT/AGY DEFINED		EXPENSE ADVANCE. ENTRY IS FOR OFFICE REVOLVING
BUDGETARY SEQ:	NOT ALLOWED		FUND (FUND 0998) ONLY. NOTE: A VENDOR NUMBER MUST
SUBSIDIARY ACCOUNT:	NOT ALLOWED		BE USED IN ORDER FOR THE TRANSACTION TO POST TO
G/L ACCOUNT #:	NOT ALLOWED		THE VENDOR PAYMENT FILE. USE TC 424 FOR AUTOMATED
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		CHECK.
			ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1710	2)	2)
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 280

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 281 LIQUIDATE EXPENSE ADVANCE

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS
MODIFIER:	OPT/AGY DEFINED	CR1 1710	EXPENSE ADVANCES
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3) ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	NOT ALLOWED		
FUND/FUND SOURCE:	REQUIRED	TO LIQUIDATE EXPENSE ADV AND ESTABLISH DUE FROM	
FUND DETAIL:	OPT/AGY DEFINED	OTHER FUNDS/APPNS. ENTRY IS FOR ORF (FUND 0998)	
BUDGETARY SEQ:	NOT ALLOWED	ONLY. ENTER DOC NBR OF EXPENSE ADV (TC 280) IN	
SUBSIDIARY ACCOUNT:	REQUIRED	REF DOC FIELD. ENTER CLAIM SCHD NBR IN CURR DOC	
G/L ACCOUNT #:	NOT ALLOWED	FIELD. USE ORF VENDOR NBR. FIRST FOUR DIGITS OF	
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED	SUBSID ARE FUND NBR REIMBURSING ORF. NO FJ EDITS.	

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 1710	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO ORIGINAL DOCUMENT AMT		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 1400	1) NOT POSTED	1) NOT POSTED
CURRENT DOCUMENT # USED TO POST	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
		RECORD SUPPORTS G/L ACCT 1400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 281

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 05/13/05)

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TRANSACTION CODE: 282 SCHEDULE CASH WITH FISCAL AGENT (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 1180	CASH WITH FISCAL AGENTS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 9	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO RECORD MANUAL CLAIM SCHEDULE TO TRANSFER CASH	
FUND/FUND SOURCE:	REQUIRED	TO A FISCAL AGENT.	
FUND DETAIL:	OPT/AGY DEFINED	TRANSACTION WILL GENERATE TC360	
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 282

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 283 REC ACCRUED EXPENDITURE &amp; AMT DUE TO GOVERNMENTS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1	
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 8	SECURITY GROUP: EXPEND-OTHER
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: NONE	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO RECORD ACCRUED EXPEND FOR AMOUNTS DUE TO OTHER	
FUND/FUND SOURCE:	LOOKED UP BY PCA	GOVERNMENTS. ENTRY IS TYPICALLY A YEAR-END	
FUND DETAIL:	OPT/AGY DEFINED	ACCRUAL ENTRY. EACH TRANS SHOULD HAVE A UNIQUE	
BUDGETARY SEQ:	NOT ALLOWED	CURR DOC NBR. ENTER GLAN 3210, 3220 OR 3290. TO	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	LIQUIDATE DOC USE TC 201. TO AUTO CLAIM SCHD	
G/L ACCOUNT #:	REQUIRED	USE TC 268. TO MANUAL CLAIM SCHEDULE, USE TC 284.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT	2) NOT POSTED	2) NOT POSTED
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----		
1) POSTS AS DEBIT TO GL ACCT 9000	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 283

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 284 SCHEDULE PAYMENT DUE TO OTHER GOVTS (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1	
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: EXPEND-CS
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	REQUIRED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CLAIM SCHEDULE TO LIQUIDATE DUE  
TO OTHER GOVERNMENTS. ENTER GLAN 3210, 3220 OR  
3290. CODING FIELDS MUST MATCH EXISTING DOCUMENT.  
FOR DOCUMENT RETRIEVAL, USE F4 KEY. TRANSACTION  
WILL GENERATE TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2)		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 284

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 04/26/09)

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TRANSACTION CODE: 285 REC ACCRUED EXPEND &amp; AMT DUE TO OTHER FUNDS

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 3110	DUE TO OTHER FUNDS OR APPROPRIATIONS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: EXPEND-OTHER
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	LOOKED UP BY PCA		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD ACCRUED EXPEND FOR AMOUNTS DUE TO OTHER FUNDS OR APPROPRIATIONS. THIS ENTRY IS TYPICALLY A YEAR-END ACCRUAL ENTRY. EACH TRANSACTION SHOULD HAVE A UNIQUE CURRENT DOCUMENT NBR. TO REVERSE ENTRY, USE TC 204. TO AUTO CLAIM SCHD, USE TC 261. TO MANUAL CLAIM SCHEDULE, USE TC 203.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS CREDIT TO ORIGINAL DOCUMENT AMT	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
DOCUMENT SUPPORTS G/L ACCT 3110	2) NOT POSTED	2) NOT POSTED
CURRENT DOCUMENT # USED TO POST		
2) NOT POSTED	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) NOT POSTED	1) POSTS AS CREDIT TO INCREASES
2) NOT POSTED		RECORD SUPPORTS G/L ACCT 3110
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 285

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 286 SCHEDULE RETURN OF DEPOSIT (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3500	LIABILITIES FOR DEPOSITS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 9	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: MANUAL CLAIM (5)	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO RECORD MANUAL CLAIM SCHEDULE TO DISBURSE	
FUND/FUND SOURCE:	REQUIRED	LIABILITIES FOR DEPOSIT. FUND DETAIL AND	
FUND DETAIL:	OPT/AGY DEFINED	SUBSIDIARY CODE MUST MATCH ORIGINAL POSTING (REFER	
BUDGETARY SEQ:	NOT ALLOWED	TO S01 REPORT). TRANSACTION WILL GENERATE TC 360.	
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/03/08)

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TRANSACTION CODE: 287 REFUND OVERCOLLECTION OF ABATEMENT-AUTO CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO GENERATE AUTOMATED CHECK FOR REFUND OF EXCESS  
ABATEMENT DEPOSITED IN GENERAL CASH. VERIFY  
GENERAL CASH BALANCE BEFORE USING TC 287. USE  
SOURCE CODE 580NNO. FOR MANUAL CHECK, USE TC 290.  
TRANSACTION GENERATES SPECIAL APPN FILE POSTING TO  
CREDIT UNREMITTED ABATEMENTS.

SECURITY GROUP: DISB-OTH CHE  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 287

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 12/19/08)

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TRANSACTION CODE: 288 REPLENISH CASH FOR SHORTAGE-ESTAB ORF AR-MAN CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 1316	ACCOUNTS RECEIVABLE CASH SHORTAGES
MODIFIER:	OPT/AGY DEFINED	CR1 1130	REVOLVING FUND CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	NOT ALLOWED	POSTING SEQUENCE:	3
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	ORF DISBURSEMENTS/RECEIPTS (3)
CHECK #:	REQUIRED		SECURITY GROUP: DISB-ORF CHE
APPROPRIATION SYMBOL:	NOT ALLOWED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD DISBURSEMENT OF MANUAL CHECK WRITTEN  
FROM ORF FUND 0998 TO REPLENISH CHANGE OR PETTY  
CASH FUNDS FOR CASH SHORTAGE. THIS ENTRY  
ESTABLISHES AN A/R IN THE ORF FOR THE SHORTAGE.  
VENDOR NUMBER SHOULD BE THE CUSTODIAN OF THE FUND  
THAT HAS THE SHORTAGE.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 289 DISBURSE AMTS PREV REC AS UNCLEARED COLL-AUTO CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 3730	UNCLEARED COLLECTIONS
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	REQUIRED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO GENERATE AUTOMATED CHECK TO REFUND UNCLEARED	
FUND/FUND SOURCE:	REQUIRED	COLLECTIONS ORIGINALLY RECORDED WITH TC 108. FOR	
FUND DETAIL:	OPT/AGY DEFINED	MANUAL CHECK, USE TC 438. TO RECLASSIFY UNCLEARED	
BUDGETARY SEQ:	NOT ALLOWED	COLLECTIONS, USE TC 170.	
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: DISB-OTH CHE  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (MATCH REQUIRED)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) POSTS AS DEBIT TO LIQUIDATIONS	1) NOT POSTED	1) NOT POSTED
DOCUMENT SUPPORTS G/L ACCT 3730	2)	2)
REFERENCE DOCUMENT # USED TO POST		
2) POSTS AS DEBIT TO COLLECTIONS/PAYMENTS	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
DOCUMENT SUPPORTS G/L ACCT 3730	1) NOT POSTED	1) NOT POSTED
REFERENCE DOCUMENT # USED TO POST	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED		
2)	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/03/08)

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TRANSACTION CODE: 290 REFUND OVERCOLLECTION OF ABATEMENT-MANUAL CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CHECK (2)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA		
FUND/FUND SOURCE:	LOOKED UP BY PCA		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	NOT ALLOWED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CHECK FOR REFUND OF EXCESS  
ABATEMENT DEPOSITED IN GENERAL CASH. VERIFY  
GENERAL CASH BALANCE BEFORE USING TC 290. USE  
SOURCE CODE 580NNO SERIES. FOR AUTOMATED CHECK,  
USE TC 287. TRANSACTION GENERATES SPECIAL APPN  
FILE POSTING TO CREDIT UNREMITTED ABATEMENTS.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) NOT POSTED
2) NOT POSTED		
	----- REPORTABLE PAYMENT FILE -----	2)
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 290

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 291 SCHEDULE RETURN OF DEPOSITS (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3500	LIABILITIES FOR DEPOSITS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 9	SECURITY GROUP: EXPEND-CS
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: AUTOMATED CLAIM (1)	NET BATCH BAL: PLUS
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED	TO GENERATE AUTOMATED CLAIM SCHEDULE AND	
FUND/FUND SOURCE:	REQUIRED	REMITTANCE ADVICE TO DISBURSE LIABILITIES FOR	
FUND DETAIL:	OPT/AGY DEFINED	DEPOSIT. FOR MANUAL CLAIM, USE TC 286.	
BUDGETARY SEQ:	NOT ALLOWED	TRANSACTION WILL GENERATE TC 360. TO REVERSE, USE	
SUBSIDIARY ACCOUNT:	REQUIRED	286R.	
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3500
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 291

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 292 RECORD DISHONORED CHECK-DEFER REVENUE-AUTO CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 8000	REVENUE/OPERATING REVENUE
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.	
FUND/FUND SOURCE:	LOOKED UP BY PCA	ENTRY REVERSES IMPACT ON REVENUE RECORDED IN	
FUND DETAIL:	OPT/AGY DEFINED	ORIGINAL DEPOSIT. INDEX, PCA, SOURCE MUST MATCH	
BUDGETARY SEQ:	NOT ALLOWED	ORIG DEPOSIT. ENTRY IS POSTED CONCURRENTLY WITH	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	TC 436. FOR MANUAL CHECK, USE TC 426. TRANS	
G/L ACCOUNT #:	NOT ALLOWED	GENERATES SPEC APPN POSTING TO CR UNREMITTED REV.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		
		SECURITY GROUP:	DISB-OTH CHE
		NET BATCH BAL:	PLUS
		ACTIVE STATUS:	ACTIVE

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8000		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 292

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 293 RECORD DISHONORED CHECK-DEFER REIMB-AUTO CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 8100	REIMBURSEMENTS
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.	SECURITY GROUP: DISB-OTH CHE
FUND/FUND SOURCE:	LOOKED UP BY PCA	ENTRY REVERSES IMPACT ON REIMBS RECORDED IN	NET BATCH BAL: PLUS
FUND DETAIL:	OPT/AGY DEFINED	ORIGINAL DEPOSIT. INDEX, PCA, SOURCE MUST MATCH	ACTIVE STATUS: ACTIVE
BUDGETARY SEQ:	NOT ALLOWED	ORIG DEPOSIT. ENTRY IS POSTED CONCURRENTLY WITH	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	TC 436. FOR MANUAL CHECK, USE TC 427. TRANS	
G/L ACCOUNT #:	NOT ALLOWED	GENERATES SPEC APPN POSTING TO CR UNREMIT REIMB.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS	1) POSTS AS DEBIT TO REIMBURSEMENTS
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 8100		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO RECEIPT COLLECTIONS
2)	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REIMBURSEMENTS		
2) NOT POSTED		

TRANSACTION CODE 293

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 294 RECORD DISHONORED CHECK-DEFER ABATE-AUTO CHECK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9000	APPRO EXPEND/OPERATING EXPEND & EXPENSES
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	REQUIRED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE: 4	SECURITY GROUP: DISB-OTH CHE
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT: AUTOMATED CHECK (4)	NET BATCH BAL: PLUS
SOURCE:	REQUIRED	TRANSACTION REGISTER: EXPENDITURE DISBURSEMENTS (6)	ACTIVE STATUS: ACTIVE
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.	
FUND/FUND SOURCE:	LOOKED UP BY PCA	ENTRY REVERSES IMPACT ON EXPENDITURES RECORDED IN	
FUND DETAIL:	OPT/AGY DEFINED	ORIGINAL DEPOSIT. INDEX, OBJ DTL, PCA, SRC MUST	
BUDGETARY SEQ:	NOT ALLOWED	MATCH ORIG DEPOSIT. ENTRY IS POSTED CONCURRENTLY	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	WITH TC 436. FOR MANUAL CHECK, USE TC 428. TRANS	
G/L ACCOUNT #:	NOT ALLOWED	GENERATES SPEC APPN POSTING TO CR UNREMIT ABATE.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2) NOT POSTED	2) NOT POSTED
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) POSTS AS DEBIT TO CASH EXPENDITURES
	2)	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9000		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) POSTS AS DEBIT TO TOTAL EXPENDITURES	1) NOT POSTED	1) POSTS AS DEBIT TO EXPENDITURES
2) NOT POSTED	2)	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EXPENDITURES		
2) NOT POSTED		

TRANSACTION CODE 294

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 295 RECORD DISHONORED CHECK-DEFER OTH SOURCES-AUTO CK

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 9830	OTHER SOURCES
MODIFIER:	OPT/AGY DEFINED	CR1 1110	GENERAL CASH
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	REQUIRED	CR3	
INDEX:	REQUIRED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	REQUIRED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	4
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CHECK (4)
SOURCE:	REQUIRED	TRANSACTION REGISTER:	REVENUE (7)
CHECK #:	REQUIRED		
APPROPRIATION SYMBOL:	LOOKED UP BY PCA	TO GEN AUTO CHECK TO BUY BACK DISHONORED CHECK.	SECURITY GROUP: DISB-OTH CHE
FUND/FUND SOURCE:	LOOKED UP BY PCA	ENTRY REVERSES IMPACT ON OTHER SOURCES RECORDED IN	NET BATCH BAL: PLUS
FUND DETAIL:	OPT/AGY DEFINED	ORIGINAL DEPOSIT. INDEX, PCA, SOURCE MUST MATCH	ACTIVE STATUS: ACTIVE
BUDGETARY SEQ:	NOT ALLOWED	ORIG DEPOSIT. ENTRY IS POSTED CONCURRENTLY WITH	
SUBSIDIARY ACCOUNT:	NOT ALLOWED	TC 436. FOR MANUAL CHECK, USE TC 429. TRANS	
G/L ACCOUNT #:	NOT ALLOWED	GENERATES SPEC APPN POSTING TO CR UNREMIT REV.	
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) POSTS AS DEBIT TO EARNED REVENUE	1) NOT POSTED
	2) NOT POSTED	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) NOT POSTED	1) NOT POSTED
	2)	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) POSTS AS DEBIT TO GL ACCT 9830		
2) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	----- REPORTABLE PAYMENT FILE -----	
	1) NOT POSTED	2)

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
----- APPROPRIATION SHADOW FILE -----		
1) POSTS AS DEBIT TO EARNED REVENUE		
2) NOT POSTED		

TRANSACTION CODE 295

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 296 SCHEDULE RETURN OF ADVANCE COLLECTIONS (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3400	ADVANCE COLLECTIONS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		
FUND/FUND SOURCE:	REQUIRED		
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

SECURITY GROUP: EXPEND-CS  
NET BATCH BAL: PLUS  
ACTIVE STATUS: ACTIVE

TO GENERATE AUTOMATED CLAIM SCHEDULE AND  
REMITTANCE ADVICE TO DISBURSE RETURN OF ADVANCE  
COLLECTIONS. SUBSIDIARY CODE MUST MATCH ORIGINAL  
POSTING (REFER TO S01 REPORT). TRANSACTION WILL  
GENERATE TC 360. TO REVERSE, USE TC 297R.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	2)	2)
2)		
	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----		
1) NOT POSTED	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
2)	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
		RECORD SUPPORTS G/L ACCT 3400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 296

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 297 SCHEDULE RETURN OF ADVANCE COLLECTIONS (MANUAL)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 3400	ADVANCE COLLECTIONS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	MANUAL CLAIM (5)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: EXPEND-CS
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

TO RECORD MANUAL CLAIM TO DISBURSE RETURN OF  
ADVANCE COLLECTIONS. SUBSIDIARY CODE MUST MATCH  
ORIGINAL POSTING (REFER TO S01 REPORT).  
TRANSACTION WILL GENERATE TC 360.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
	2) NOT POSTED	2) NOT POSTED
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO DECREASES
2)		RECORD SUPPORTS G/L ACCT 3400
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) POSTS AS DEBIT TO ADVANCES
2)	2) NOT POSTED	2) NOT POSTED
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 297

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 06/12/03)

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TRANSACTION CODE: 298 SCHEDULE TIME DEPOSITS (AUTO)

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	REQUIRED	DR1 1230	INVESTMENT IN TIME DEPOSITS
MODIFIER:	OPT/AGY DEFINED	CR1 3021	CLAIMS IN PROCESS
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	NOT ALLOWED	CR4	
PCA NO:	NOT ALLOWED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	9
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	AUTOMATED CLAIM (1)
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		
APPROPRIATION SYMBOL:	NOT ALLOWED		
FUND/FUND SOURCE:	REQUIRED	TO GENERATE AUTOMATED CLAIM SCHEDULE AND	
FUND DETAIL:	OPT/AGY DEFINED	REMITTANCE ADVICE TO DISBURSE FUNDS DESIGNATED FOR	
BUDGETARY SEQ:	NOT ALLOWED	A TIME DEPOSIT. TRANSACTION WILL GENERATE TC 360.	
SUBSIDIARY ACCOUNT:	REQUIRED	USE TC 464R TO REVERSE.	
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	REQD IF VENDOR# NOT USED		

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
2)	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) ADDS PAYMENT RECORD IF VENDOR # USED	1) POSTS AS DEBIT TO INCREASES
2)		RECORD SUPPORTS G/L ACCT 1230
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) POSTED IF REPORTABLE	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 298

TRANSACTION CODE DECISION TABLE ILLUSTRATION  
ACTIVE TRANSACTION CODES  
AS OF 04/27/09

(TRANSACTION ADDED/MODIFIED: 08/13/01)

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TRANSACTION CODE: 299 REC SCO DISB ADV TO OTH FUND-PROPRIETARY FUND ONLY

## -----INPUT CODING REQUIREMENTS-----

THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS:

CLAIM SCHEDULE #:	NOT ALLOWED	DR1 2120	ADVANCES TO OTHER FUNDS
MODIFIER:	OPT/AGY DEFINED	CR1 1140	CASH IN STATE TREASURY
REFERENCE DOCUMENT #:	OPT/AGY DEFINED	DR2	
VENDOR #:	OPT/AGY DEFINED	CR2	
INVOICE #:	OPT/AGY DEFINED	DR3	
CURRENT DOCUMENT #:	OPT/AGY DEFINED	CR3	
INDEX:	OPT/AGY DEFINED	DR4	
OBJECT DETAIL:	OPT/AGY DEFINED	CR4	
PCA NO:	OPT/AGY DEFINED		
PROJECT #:	OPT/AGY DEFINED	POSTING SEQUENCE:	8
MULTI-PURPOSE CODE:	OPT/AGY DEFINED	CLAIM SCHEDULE IMPACT:	NONE
SOURCE:	NOT ALLOWED	TRANSACTION REGISTER:	EXPENDITURE DISBURSEMENTS (6)
CHECK #:	NOT ALLOWED		SECURITY GROUP: OTHER
APPROPRIATION SYMBOL:	OPT/AGY DEFINED		NET BATCH BAL: PLUS
FUND/FUND SOURCE:	REQUIRED		ACTIVE STATUS: ACTIVE
FUND DETAIL:	OPT/AGY DEFINED		
BUDGETARY SEQ:	NOT ALLOWED		
SUBSIDIARY ACCOUNT:	REQUIRED		
G/L ACCOUNT #:	NOT ALLOWED		
VENDOR NAME/ADDRESS:	OPT/AGY DEFINED		

TO RECORD SCO DISBURSEMENT FOR ADVANCE TO OTHER  
FUND. ENTRY IS TYPICALLY USED FOR PROPRIETARY  
FUNDS ONLY. TO RECORD RETURN OF ADVANCE, USE TC  
163.

## TRANSACTION UPDATES PRIMARY AND SECONDARY MASTER FILES AS FOLLOWS:

----- DOCUMENT FILE -----	----- APPROPRIATION FILE -----	----- ALLOTMENT FILE -----
* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
1) NOT POSTED	1) NOT POSTED	1) NOT POSTED
	2)	2)
2)	----- CASH CONTROL FILE -----	----- GRANT PROJECT FILE -----
	* (NO MATCH REQUIREMENT)	* (NO MATCH REQUIREMENT)
	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
	2) NOT POSTED	2)
----- OPERATING FILE -----	----- VENDOR PAYMENT FILE -----	----- SUBSIDIARY FILE -----
1) NOT POSTED	1) NOT POSTED	1) POSTS AS DEBIT TO INCREASES
2)		RECORD SUPPORTS G/L ACCT 2120
	----- REPORTABLE PAYMENT FILE -----	2) NOT POSTED
	1) NOT POSTED	

## TRANSACTION UPDATES SHADOW FILES AS FOLLOWS:

----- ALLOTMENT SHADOW FILE -----	----- CASH CONTROL SHADOW FILE -----	----- GRANT PROJECT SHADOW FILE -----
1) NOT POSTED	1) POSTS AS CREDIT TO CASH DECREASE	1) NOT POSTED
2)	2) NOT POSTED	2)
----- APPROPRIATION SHADOW FILE -----		
1) NOT POSTED		
2)		

TRANSACTION CODE 299